

Position Description – Associate Lecturer
Updated 29 October 2024
POSITION DETAILS

College	College of Science and Engineering
Organisational Unit	In any Teaching Program within the College
Supervisor	Dean, People and Resources (or Delegate)
Classification	Teaching Specialist (Academic) Level A
Employment Type	Continuing, part-time

POSITION SUMMARY

This Teaching Specialist (Academic) position, with its primary focus on teaching and teaching-related activities, has an important role to play in the University's achievement of its strategic plan, Making a Difference: The 2025 Agenda.

The University is committed to a student-centred ethos and to developing creative, enterprising, career-ready graduates prepared to become lifelong contributors to society. In accordance with the strategic plan, the University seeks to:

- deliver a richly interactive and personalised approach to learning focussed on student success;
- be an international leader in educational innovation, advanced learning technologies and learning analytics; and
- develop enterprising graduates equipped with the skills required for success in the knowledge economy.

The Associate Lecturer will be responsible for contributing to the preparation and delivery of content relevant to any area that fits within the applicants are of expertise as delivered in the College's course topics using innovations in teaching practices and technologies, with support and guidance from a more senior academic.

It is also encouraged that the successful applicant will engage in HDR study to gain their PhD as part of this position.

The filling of this position is intended to constitute a special/equal opportunity measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s65 of the Equal Opportunity Act 1984 (SA). The position is therefore only open to Aboriginal and Torres Strait Islander people

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred;
- contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's Work Health and Safety, Injury Management and Equal Opportunity policies.

A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

KEY POSITION RESPONSIBILITIES

This position is predominantly concerned with teaching and teaching-related duties involving the creation, delivery and continuous quality improvement of university-level education. It includes (but is not limited to): direct teaching informed by approaches that enhance the student experience; curriculum design and review; delivery innovation; utilising advancements in education technologies; and making a contribution towards maintaining internal and external compliance and accreditation of courses. The position is also expected to make an independent contribution to high-quality university, professional and community service. The position does not include making a research contribution.

Teaching:

- Create, coordinate and conduct lectures, tutorials, practical classes, demonstrations, workshops and assess students enrolled in topics of the College.
- Contribute to the planning and evaluation of these topics.
- Assist in the development of topic and course materials with appropriate guidance from Course Coordinators and/or Senior Academic Staff.
- Provide support, academic counselling and professional advice to students concerning their studies, professional development and career opportunities.
- Make effective use of innovations and technologies in teaching practice.

University, Professional and Service:

- Participate in the College's administrative activities such as membership of committees and working groups and attendance at College meetings.
- Maintain professional knowledge relevant to teaching within their discipline through scholarship and professional development.
- Engage in activities within a relevant external professional domain such as professional associations, conferences and workshops, and within a wider community context at local, national or international level.
- Provide high quality contribution to community service on behalf of the College and University.
- Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Satisfactory completion of 4 years tertiary study or equivalent qualifications and experience in the area of any Teaching Program within the College
- Demonstrated evidence of making a contribution to teaching and the scholarship of teaching at the discipline level, including involvement in curriculum development and teaching methodology.
- Demonstrated excellent oral and written communication skills and interpersonal skills, including the demonstrated ability to establish effective relationships with staff and students.
- Demonstrated experience applying innovative approaches to pedagogy and/or curriculum design.
- Tertiary qualifications in Education (Desirable)
- The incumbent will either hold a PhD in Science in the field of teaching or will be encouraged into active candidature towards a doctoral qualification.